



California Public Employees' Retirement System

PERS-HRD-88.DOT (Rev. 1/99)

POSITION DUTY STATEMENT

INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

HRMS#7088

Title of Position Accounting Officer (Specialist)
Division and/or Subdivision Fiscal Services Division
Location of Headquarters 400 P Street, Sacramento, CA 95814
Class Title of Position Accounting Officer (Specialist)
Position Number 275-240-4546-003
Effective Date October 10, 2010

Percent of
Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

Under the general direction of the Manager of the Portfolio Accounting Unit, the Accounting Officer performs professional accounting tasks, requiring knowledge of general and investment accounting principles and practices. This position is responsible for establishing and maintaining assigned portfolios, as well as the following responsibilities:

40%

Reconciles positions against the custodian position information, based on security holdings and trade activities, using Portfolio Accounting Management for Securities (PAM) application and custodian reports. Research and resolve any income discrepancies between PAM and custodian reports using Bloomberg information. Daily, the analyst retrieves Section I, II, and III of the asset reconciliation report for each of the portfolios he/she is assigned. All discrepancies need to be identified and addressed daily.

30%

Reviews, researches, and reconciles cash exceptions for assigned less complex portfolios, regardless of the source of the problem (custodian bank, CalPERS, data vendor, or a combination). Cash receipt/ disbursement discrepancies appear as unapplied cash or open items in the PAM cash application screen. Analyst is responsible for researching and reconciling all unmatched items in his/her portfolios. Corporate action transactions not posted in PAM need to be identified and submitted to the Corporate Action team.

20%

Analyzes and resolves all differences between the PAM system and the custodian's records for the end-of-quarter closing process for units, book value, market value and income. Quarterly, the analyst completes a PAM Quarter End Open Payable/Receivable and Unapplied Cash Reconciliation worksheet.

10%

Performs other duties and special assignments involving research and analysis of policies, developing procedures, documenting work flow and initiating/ implementing business process improvements.

